

# **Time Extension Request Procedures**

## **Construction Allocation**

### **(STIP On-System Projects ONLY)**

(Reference: STIP Guidelines Sections 65 and 66)

#### **Background**

In accordance with STIP Guidelines, where a project or project component will not be ready for allocation as programmed in the current fiscal year, the agency responsible for the project should request an extension of the allocation deadline rather than a STIP amendment.

The California Transportation Commission may extend the deadlines for allocation of funds if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and will in no event be for more than 20 months.

No deadline may be extended more than once.

#### **Request Procedures**

1. Requests for allocation deadline extensions shall be submitted in accordance with the current CTC Meeting Preparation Calendar (<http://www.dot.ca.gov/hq/transprog/ctcliaison.htm>). Please note the CTC meeting submittal due dates when submitting a request that must be approved prior to the end of the Fiscal Year. If funds are not allocated and have not received a time extension beyond the end of the Fiscal Year, the funds will lapse and not become immediately available.
2. Submit requests to the Division of HQ Programming, Office of Capital Improvement Program - Programming Liaison for your district. For Caltrans implemented projects, include concurrence letters from the Regional Agency. Local agencies must work with their Caltrans District office to prepare the request.
3. The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to that circumstance. The justification must be an unforeseen and extraordinary circumstance beyond the control of the responsible agency. HQ Programming will review the extension request and, if complete, will add the request to the next available CTC meeting agenda. Unlike proposed STIP amendments, extension requests do not require a 30-day notice period.
4. For each request to extend the deadline to allocate project construction funds, the agency requesting the extension should submit, in conjunction with the request, a project construction STIP history. The request should also identify any cost increase related to the delay and how the increase would be funded. The STIP history should note the original inclusion of project construction in the STIP and each project construction STIP amendment including, for each, the amendment date, the dollar amount programmed for construction, and the scheduled year of construction delivery. It is the Commission's intent to review this history when considering a construction allocation extension request.
5. Local Off-System requests should be submitted directly to HQ Local Assistance for processing.